

LINCOLN WATER COMMISSIONERS

April 8, 2015

Regular Meeting

The regular monthly meeting of the Lincoln Board of Water Commissioners was held at the Lincoln Water Commission office with Commissioners Frederick Conklin, Edward Fox, Eric Fox, Rene Lapierre and George Hadley present. Also present were Water Superintendent Romeo Mendes, Assistant to the Superintendent Lewis Prescott, Financial Consultant Josh Giuliano of Citizens Investment Services, Utility Crew member Jeffrey Shayer and Maureen Smith.

The meeting was called to order at 5:00 p.m.

ANNUAL FINANCIAL INVESTMENT REPORT

Motion to amend the agenda to include the annual financial investment report and move to the front of the meeting passed unanimously. (RL-Eric F)

Josh Giuliano of Citizens Investment Services reviewed the current status of the Lincoln Water Commission investment account with the Commission. All accounts are doing well. Mr. Giuliano advised that the Commission will need to take action and transfer funds from the stock allocations as the account is close to hitting the 20% exposure rate. Mr. Giuliano advised the Commission transfer funds to a CD as the Commission has in the past. CD's are the safest investment as they are FDIC insured, high performing and guaranteed not to lose value. The bond account continues to be low performing.

The Commission will place this on the agenda for the May 13, 2015

meeting to discuss / authorize the transfer of funds to a CD account.

Motion to return to the regular order of business passed unanimously. (RL-GH)

PUBLIC COMMENT

Jeffrey Shayer addressed the Board regarding back hoe licensing for the utility crew.

CONSENT AGENDA –

Commissioner Lapierre requested that the Superintendents report be pulled from the Consent Agenda

Motion to approve the balance of the Consent agenda passed unanimously. (Eric F-GH)

The following items were listed on the consent agenda for the April 8, 2015 meeting:

- **March 11, 2015 Regular meeting**
- **March Superintendent Report of Daily Activity - Pulled**
- **March Monthly Abatements**
- **March Account Transaction Report**
- **News Articles – Providence Water Supply History**

MINUTES

- **March 11, 2015 Executive Session**

Motion to accept the March 11, 2015 Executive Session minutes passed unanimously. (Eric F-Ed Fox)

SUPERINTENDENTS REPORT

The Superintendents Reports for March was reviewed by the Commission and will be placed on file.

Commissioner Lapierre requested information regarding billing procedures and locations with 3" and 4" meters.

Representatives from Ti-Sales met with the office staff and utility crew to review procedures and provide training on the hand held reading devices. Software upgrades have been downloaded and a new staff member has been added to the company. Meeting with the representatives provided an opportunity to meet with the new staff member and review the upgrades.

The larger meter sites were visited to determine the type of E-Coders that will be required for these meters. It was determined that only the registers will be changed and the meter bodies will remain. The meters are tested and repaired every two to three years and replacing the registers vs the entire meter will allow for significant savings to the customers. The registers will be changed to radio read.

Motion to accept the March 2015 Superintendent Report passed unanimously. (Eric F-Ed F)

MONTHLY FINANCIAL REPORT

The March 2015 operating and revenue report was presented to the Board for approval.

Motion to accept the expenditure and revenue report for the month of March 2015 passed unanimously. (Eric F-Ed F)

Motion to send the monthly financial status report for March 2015 to the Town Finance Director passed unanimously. (Eric F-GH)

OUTSTANDING BALANCE REPORT

The outstanding balance report for the month of March 2015 was discussed by the Board and will be placed on file.

The outstanding balance due over 120 days for March was \$97,147.00. This amount was lower than the February 2015 report. Service discontinuations for non-payment letters are currently being issued.

CAPITAL ACCOUNTS

The Capital Accounts report for March 2015 was received and reviewed by the Commission and will be placed on file.

Interest on investments has gone down for the month of March.

MONTHLY INVOICES

Motion to remove Larry's Lincoln Auto from the list of payables and vote on separately passed unanimously. (GH-RL)

Commissioners Eric Fox and Edward Fox recused themselves from the vote.

Motion to pay Larry's Lincoln Auto in the amount of \$304.54 passed unanimously. (RL-GH)

Commissioners Edward Fox and Eric Fox recused themselves from the vote.

Motion to approve payment of the remaining March 2015 Accounts Payable in the amount of \$185,073.07 and Direct Payments in the amount of \$215,714.83 passed unanimously. (Eric F-Ed F)

ABATEMENTS

a. Regular Monthly Abatements

Motion to approve the March 2015 abatements in the total amount of \$1.39 passed with the consent agenda.

- Interest Adjustment - \$1.39**

ACCOUNT TRANSACTION REPORT

Motion to accept the Transaction Report for March 2015 passed with the consent agenda.

CORRESPONDENCE

There was no correspondence for the April 2015 meeting.

UNFINISHED BUSINESS

a. Pension – Discussion

Commissioners discussed the new pension plan. Formal guidelines will be put in place for fiscal year 2015-2016.

b. HSA – Health Care

Commissioners discussed adding an HSA (Health Savings Account) as part of the health care plan currently offered to employees. Commissioners requested that a representative from Blue Cross come to a meeting to advise the Commission on the pros and cons of adding this type of plan and show any cost savings. Superintendent Mendes advised that he will schedule a presentation with a representative from Blue Cross.

NEW BUSINESS

a. Time of Meeting

Commissioner Edward Fox requested that the time of the meetings be

moved to accommodate the Commissioners work schedules.

Motion to move the time of the regular monthly meetings to 6:00 p.m. passed 4 to 1 with Commissioner Hadley abstaining. (Eric F-Ed F)

b. Audit Update

The Commission was updated on the 2013/2014 Audit. There were no deficiencies reported by the auditing firm.

c. Back Billing – Washington Highway

It was determined that the multiplier on an account on Washington Highway was incorrectly calculating the usage on the account. The Superintendent will contact the company to advise them of the discrepancy and make arrangements for payment.

Motion to have the Superintendent contact the company for resolution and payment of unbilled water passed unanimously. (Ed F-RL)

d. Mileage Reimbursement Rate

Superintendent Mendes requested the Board to consider an increase in the current mileage reimbursement. The current rate is \$0.50 per mile. The new standard mileage rate beginning January 1, 2015 is \$0.57.5 per mile. This rate would include reimbursement for any employee using his/her own vehicle for work purposes.

Motion to have the mileage reimbursement rate mirror the IRS Business rate now and in the future passed unanimously. (RL-GH)

e. EAM, LLC – Payment of Connection Fees

The company doing the development on Leslie Way requested that fees for the development be paid over a period of 1 year. Commissioners discussed the request and determined that all fees

for the sub-division be paid up front.

Motion to have all fees paid prior to the installation of services on Leslie Way passed unanimously. (RL-Eric F)

CLAIMS –

There were no claims presented at the April 8, 2015 meeting.

NEWS ARTICLES –

News articles were passed with the consent agenda and will be placed on file. The news article was regarding the details on the development of the Providence Water System.

EXECUTIVE SESSION

Motion to seek to adjourn to Executive Session per RIGL 42-46-5 (a) (2) to discuss Collective Bargaining regarding Staff Promotions and Article 20 of the current contract passed unanimously. (Eric F-RL)

EXECUTIVE SESSION – PUBLIC VOTE

Motion to Seal the minutes of Executive Session according to RIGL 42-46-7(c) passed unanimously. (GH-RL)

Motion to allow employee to obtain a limited backhoe license at the employees' own expense and the Commission will reimburse for the renewal passed unanimously. (Eric F-RL)

ADJOURN

There being no further business before the board the meeting adjourned at 7:15 p.m.